DOCUMENT RESUME

ED 154 224 CE 016 068

AUTHOR	Herschbach, Dennis R.; And Others
TITLE	Agencies and Sources for Finding a Job. Cooperative Work Experience Learning Activity Packet: Series on Job Entry and Adjustment; Packet One.
INSTITUTION	Maryland Univ., College Park. Dept. of Industrial Education.
SPONS AGENCY	Maryland State Dept. of Education, Baltimore. Div. of Vocational-Technical Education.
PUB DATE	77
NOTE	35p.; Not available in hard copy due to reproducibility problems; For related documents see CE 016 069-078
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Career Education; Cooperative Education; Employment Counselors; *Employment Services; Information Sources; Job Placement; *Job Search Methods; Learning Modules; Secondary Education

ABSTRACT

This student booklet is first in an illustrated series of eleven learning activity packets for use in teaching job hunting and application procedures and the management of wages to secondary students. Focus in this booklet centers on the following sources and agencies that may provide assistance in finding a job: schools, family and friends, newspapers, the Yellow Pages, and employment agencies (public and government, privately supported, and commercial). At the beginning of each unit there is a short introduction, then the student objectives are listed, followed by the text section. Suggested learning activities and a Check Your Knowledge quiz conclude the unit. Answers to these quizzes and exercises, as well as final examination ditto masters and answers, are appended as teacher's supplements. As needed, references are made in the text to material in the other booklets. (ELG)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CE 016 068

ED154224

COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Packet One

AGENCIES AND SOURCES FOR FINDING A JOB

A project of the Department of Industrial Education, University of Maryland
funded by the Maryland State Department of Education, Division of Vocational-Technical Education.

Project Director: Dennis R. Herschbach, University of Maryland.

Technical Writers: M. Debra Whitcomb, University of Maryland; Myra Kessler, University of Maryland; Marcia Smith, University of Maryland.

Art and Layout: John Littlehales.

© Instructional Materials Project, 1977.
Permission granted to reproduce for noncommercial purposes.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Dennis Herschbach

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

THE JOB HUNT

Getting a job can be quite a job in itself. Because you have been in school for most of your life, you may not be aware of the many factors involved in locating work. Some people are lucky--they've known all along that they would go into their father's business. However, most of us don't have that opportunity. We must go out and dig up jobs for ourselves. You have probably heard that, in finding a job, "it's not what you know, it's <u>who</u> you know." Family, friends and acquaintances are all valuable sources of job information.

You may also have heard that finding a job is a matter of "being in the right place at the right time." However, being in the right place at the right time requires a certain amount of "legwork" on your part. There are a variety of sources which can help you make sure that you are in the right place at the right time. These sources can be of great help in locating a job. How about employment agencies, both private

and state; career counselors; YMCA's; help wanted ads or Wider Opportunities for Women? Do you know how they can help?

Fortunately, there are many people watching the job market for you. They can give you a good idea of what kinds of jobs are available and where openings can be found. It is important to use these people because they can help you find the <u>best</u> job available.

This Packet will provide you with the information needed to use those agencies which can help you find the job you want.

STUDENT OBJECTIVES

1

After reading this Packet, you should be able to:

- Identify which agencies and sources can aid you.
- State the purposes each agency serves.
- List advantages and disadvantages of the various sources of job information.

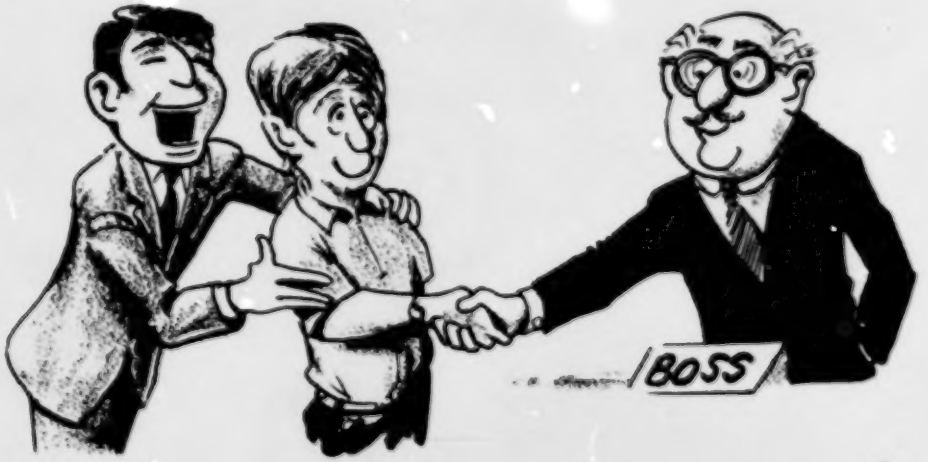
AGENCIES AND SOURCES FOR FINDING JOBS

There is a wide variety of ways to find a job. Most require some active effort on your part. The most obvious and easiest source of job information is <u>in your school</u>. Your school probably employs a guidance counselor or possibly even a placement or vocational counselor. These people maintain job listings that they get from local companies and businessmen. Many neighborhood employers often call the school to find reliable students or former students to fill vacancies in their firms. Your school counselor can also help you pinpoint the type of work you would find most interesting.

Don't overlook other people working in your school--custodians, cafeteria workers, secretaries, security guards or librarians. If you ask them, these people will probably give you specific information about their positions. They might tell you how you can acquire similar jobs. It's possible that they can even put you in direct contact with the people responsible for hiring new workers.

Other sources of job leads that are close to you and easy to contact are your family and friends. They can give you first-hand information on job openings in the companies they work for. They may also be able to introduce you to the person who does the hiring. With this introduction, you will mean more to the personnel director than just another application form on his desk. This method of finding work may seem the easiest to you, but it has its disadvantages. Your co-workers on the job may dislike you because they feel that you got the job through a friend instead of on your own merits. You may also wind up feeling like you owe something to the person who helped you get the job.

8



9

Your next source of job leads is the Help Wanted Section of your local newspaper. Job titles such as "Typist" or "Mechanic" are listed alphabetically. Many of these advertisements will give you the telephone number and the name of the person to call in order to request an interview. Others may give you an address and ask that you send a resume. (See Packet no. 2 for instructions and a sample resume.) The newspaper ad may print a specific salary or salary range for the job. It may also give a brief description of the duties involved. Similar ads

may be found on bulletin boards in your local grocery stores, public libraries, or in your school.

Newspaper ads also have their drawbacks. Competition for each job will be heavy because newspapers reach so many people. You must read these ads carefully, because the job description may be exaggerated and the company name may not be listed. Sometimes, just the telephone number is given or an employment agency is listed. When you call for an interview, try to get more information about the job so that you will know what you're getting into.

Before you go knocking on all the doors of the local businesses and stores, "let your fingers do the walking." That's right--the Yellow Pages of your telephone directory has a complete listing of the names, addresses, and telephone numbers of all the companies doing business in every service or industry in your area. You can simply write the companies in your chosen field and ask the employment officers if they have any vacancies. A more impressive way of contacting these businesses is by preparing a mass mailing of your resume (see Packet no. 2 for instructions).

Other publications that list possible employers are industry, trade and manufacturers' magazines. Ask your librarian to help you locate these items. Many trade and business organizations may be listed under "Associations" in the Yellow Pages. Credit bureaus and local chambers of commerce also publish lists of employers in your area.

One of the main advantages of using this direct mail approach is that you avoid all the competition

which results from the want ads. However, many of the companies you contact may not have vacancies at the time they receive your resume. If this is the case, they may keep your resume on file for future openings.

Aside from all these sources of job leads in which you take the initiative, there are professional employment agencies specifically designed to match job-hunters with the employers who need them. There are 3 general types of employment agencies: public or government (local, state, and federal), privately supported agencies open to the public; and commercial.

Public or Government Agencies

There are over 1,800 state employment offices in the United States. They operate with the U. S. Employment Service of the Department of Labor. They have placements in all fields at no charge to the applicant. They also offer such services as aptitude testing (to see what kinds of jobs you are suited for) and career guidance. Check your telephone listing for the office nearest you. County and city

governments may provide similar services where you live. Look in the phone book under the name of the state, city or county.

Privately Supported Agencies

These offices are usually run by such organizations as the YMCA and YWCA, ethnic and religious groups, or civic organizations such as the Rotary, Kiwanis or Lions Club. The local union of the trade you have learned or wish to learn will usually keep a file of job vacancies that you can look through. These groups may even be able to set you up with an apprenticeship.

With the rising interest in "women's liberation" and the increasing number of women who are looking for meaningful work, several agencies have been formed specifically to help women. Among these are the following:

1. National Federation of Business and Professional Women's Clubs, Inc., 2012 Massachusetts Avenue, N.W., Washington, D.C. 20036, which operates a talent bank to help women find positions in government, educational institutions, and private industry.
2. Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W., Washington, D.C., maintains a talent bank for minority female job applicants. These "talent banks" operate by keeping the resumes of women in various fields on hand and contacting employers who may be interested in hiring these women to fill their vacancies.
3. Wider Opportunities for Women, (WOW), 1649 K Street, N.W., Washington, D.C., is set up by the U.S. Employment Service to help fill part time positions in six eastern seaboard cities--Atlanta, Georgia; Baltimore, Maryland; Richmond, Virginia; Providence, Rhode Island; Boston, Massachusetts; and White River Junction, Vermont.

You may wish to send copies of your resume to these organizations, along with a letter explaining the type of work you would like to do.

Commercial employment agencies are quite numerous. Some of them specialize in one kind of work, such as typing or computer programming. Others are more general and may have job listings in many different fields. Employment agencies are listed in the Yellow Pages of your telephone directory. You may also find that many of the jobs listed in the Help Wanted section of your newspaper are advertised by employment agencies.

When you go to an agency's office, you will be asked to fill out an application form (see Packet no. 2 for tips on completing these forms). If you type or take shorthand, you will be tested on these skills. Then you will be asked to sign a contract with terms that will probably be stated in one of two ways: the first way involves an agreement in which you pay the agency for their services in finding you a job. These charges can run from 5% to 15% of your annual starting salary. For example, if your salary is $8000 per year and the agency charges 15%, you would have to pay the agency $1200 for finding you the job. Such a charge may be quite a burden for you to pay.

You might be able to find the second type of contract, in which the agency's fee is paid in full by the company hiring you. This, of course, is the best way! For your own protection, read that contract!

Once you have registered, the agency will arrange interviews for you with various employers who need help. Because these organizations are profit-making ventures, they will attempt to find you a high-paying job. Their fee is greater when your salary is higher, whether you pay them or your employer pays them. Such agencies generally have a large number of job listings because employers find it easier to let the agencies do the initial screening of applicants. It might be a good idea to check out these agencies with the Better Business Bureau before signing a contract.

Private career consultants sometimes offer services that have already been made available to the high school student through his counselor. For those who are already out of school, these consultants can provide aptitude tests to try and find out which job an applicant would be suited for. Many will help in preparing resumes and writing letters to prospective

employers. Few act in the same way as employment agencies in that they do not find a specific position for you. One similarity is that they charge high fees for their services. Once again, check these people out with the Better Business Bureau before you pay for or sign anything.

As you can see from this Packet, there are many sources and agencies available for those who need help in finding jobs. You will want to spend some time obtaining the kinds of information these agencies can provide. Such information can be obtained by visiting or writing to agencies for pamphlets, brochures, etc. Lots of luck in your job search!

Following are some activities for you to do to help summarize what you have learned in this Packet. Complete four out of five activities.

LEARNING ACTIVITIES

Do the following on a separate sheet of paper.

1. With the help of your telephone directory, make a list of three governmental, three privately supported and three commercial employment agencies. Give the name, location and telephone numbers for each.
2. Pick a job of your choice. Select two local newspapers and find job listings in the help wanted section. Answer the following questions about the listings you find:
   a. Who do you contact about the job?
   b. How do you make the contact (by phone, resume, etc.)?
   c. What education or experience is required?
   d. What is the salary?
   e. Are fringe benefits mentioned?
3. List the names and positions of people at school who can help you find a job.

4. List two relatives, friends, neighbors or acquaintances who might make suggestions or give you information regarding a place to apply for a job.
5. Visit your counselor and see what information is available in your school to help you find a job. How about visiting your school librarian?

If your teacher was satisfied with your work on the Learning Activities, go on to Check Your Knowledge.

✓CHECK YOUR KNOWLEDGE

Answer these questions on a separate sheet of paper.

1. How can the Yellow Pages help you find a job?
2. Name one major difference between a career consultant and a commercial employment agency.
3. State one advantage and one disadvantage of each of the following sources of job information:
   a. Friends or relatives
   b. Help Wanted Ads
   c. Commercial employment agencies

4. Suppose that you are looking for a job as a service station attendant. Name 3 sources you would go to for job leads.
5. List two of the many ways to find a job without resorting to the use of any type of agency.

Check your answers with the teacher. It is a good idea to review the Packet before taking the examination. If you need more practice, you may choose to do one or more of the Alternate Activities.

ALTERNATE ACTIVITIES

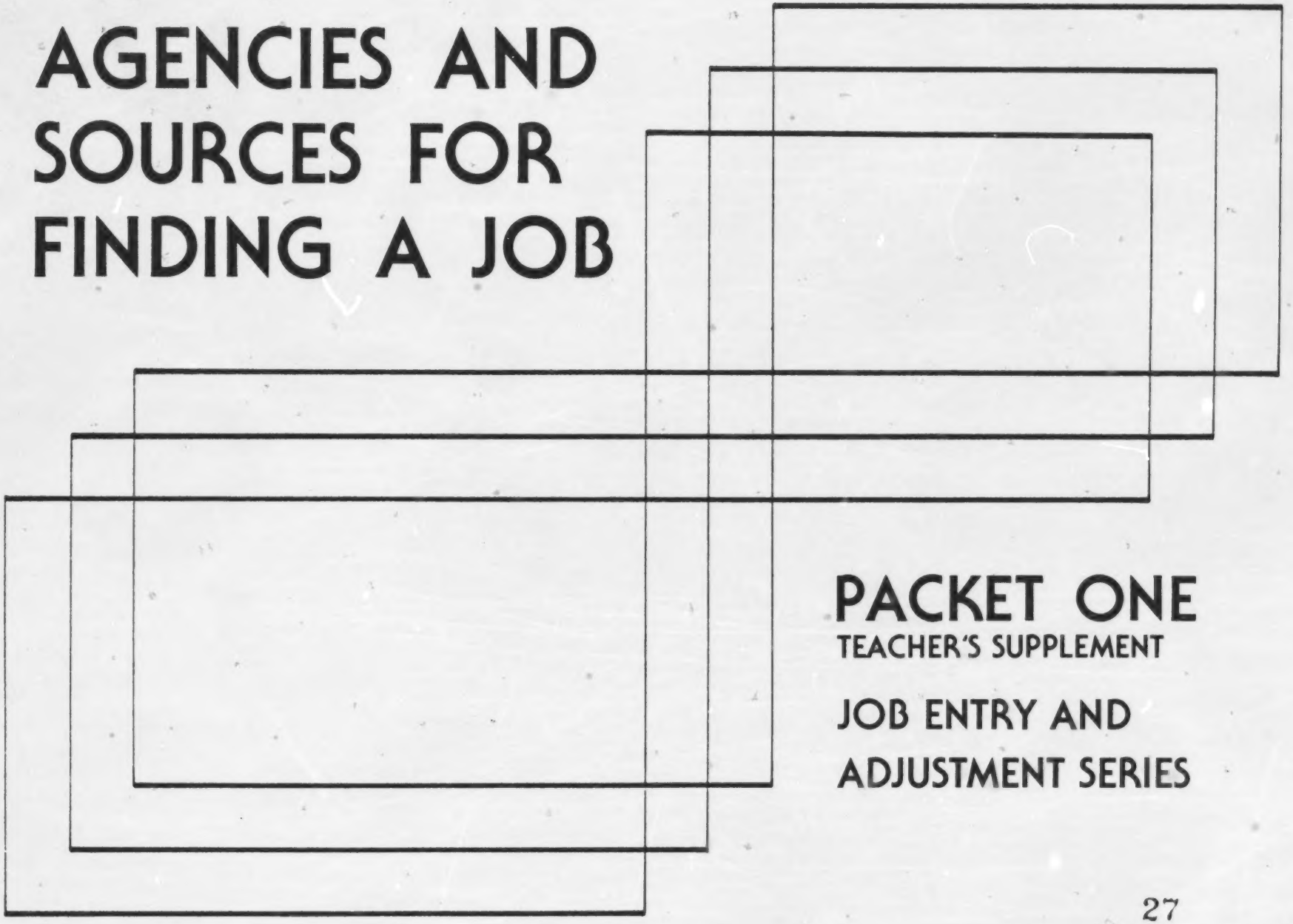
1. Identify 3 social organizations, such as lodges, clubs, etc. that would aid you in securing job information.

2. Visit a state, county, or city employment agency with a selected field in mind, and see what the opportunities are.

3. Maintain a file of newspaper want ads for the field you plan on entering.

You have now completed Packet One. It would be a good idea to review the Packet before taking the examination.

AGENCIES AND SOURCES FOR FINDING A JOB



PACKET ONE
TEACHER'S SUPPLEMENT

JOB ENTRY AND ADJUSTMENT SERIES

COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Supplement to Packet One

AGENCIES AND SOURCES FOR FINDING A JOB

A project of the Department of Industrial Education, University of Maryland
funded by the Maryland State Department of Education, Division of Vocational-Technical Education.

Project Director: Dennis R. Herschbach, University of Maryland.

Technical Writers: M. Debra Whitcomb, University of Maryland; Myra Kessler, University of Maryland; Marcia Smith, University of Maryland.

Art and Layout: John Littlehales.

PAGE 9

Suggested Answers to

LEARNING ACTIVITIES

3. Counselors
   Teachers
   Principal
   Vice Principal
   Custodian
   Cafeteria Personnel
   Librarian

Answers to

✓CHECK YOUR KNOWLEDGE

10

1. By simply calling companies in your chosen field and asking their personnel officers if there are job vacancies.

2. Career consultants do not find specific positions for you.

	Advantage	Disadvantage
3. A.	Influence to direct you to the right person.	Co-workers may feel that you got your job because of a friend rather than by your own merits.
B.	Contain requirements, descriptions and salaries for jobs in concise form.	Competition is heavy. Job description may be exaggerated.
C.	Arrange interviews, try to get you a high salary.	High fees are charged in most cases.

PAGE 10

4. Can be any 3 of the following:

   -Want Ads
   -Yellow Pages
   -Friends and relatives
   -Public employment offices
   -Private agencies
   -Commercial employment agencies

5. Can be any 2 of the following:

   -Friends and relatives
   -People at school
   -Yellow Pages
   -Help Wanted Ads

Ditto master for Final Examination can be found on pages 1B and 1C.

NOTES

Answers to
Final Exam
Packet 1

1. A

C

F

G

D

B

E

Ditto master for student use

1B

Final Exam
Packet 1

1. MATCHING: Match the purposes in Column B with the list of agencies in Column A.

Column A

___ Public or Government Agency

___ Privately Supported Agencies

___ National Fed. of Business and Professional Women's Club

___ Delta Sigma Theta Sorority, Inc.

___ Wider Opportunities for Women

___ Commercial Employment Agencies

___ Private Career Consultants

A. Agency which has placements in all fields at no charge to the applicant. Operates with the U.S. Employment Service.

B. Agencies that locate all types of jobs, usually for a fee charged either to you or to the employer that hires you.

C. Agencies run by such organizations as the YMCA and YWCA. These agencies keep lists of job vacancies on file. Some of these groups may even be able to set up apprenticeships.

D. Set up by the U.S. Employment Service to help fill part-time positions in six Eastern Seaboard cities.

E. Provide aptitude tests to find out which job an applicant is suited for. Many will help in preparing resumes and writing letters to prospective employers. They do not find a specific position for you, but do charge a high fee for their services.

F. Operates a talent bank of positions for women in government, educational institutions and private industry.

G. Operates a talent bank for minority females.

1B

Answers to
Final Exam
Packet 1

2.

Will arrange interviews for you with various employers. To increase their own profit, will try to find you a high paying job.	Could have contract in which you must sign over 5% to 15% of your annual salary as a fee.
Will provide aptitude tests to try and find which job you are suited for. Also will help in preparing resumes and writing letters to prospective employers.	Will not locate a job for you, but will charge high fee.
Has placements in all fields. No charge to applicants. Offers aptitude testing.	None.

3. a. Guidance counselors or vocational counselors, custodians, cafeteria workers, secretaries, security guards, librarians, Help Wanted ads, Yellow Pages, employment agencies.

b. Advantages. Your family and friends can give you first hand information on job openings in the companies they work for. They also may introduce you to the person who hires. This introduction will mean more to the personnel director than just another application form.

Disadvantages. Co-workers may resent you because they feel that you got the job through a friend rather than through your own merits. You also may feel as though you owe something to the person who helped you get the job.

Ditto master for student use

Final Exam
Packet 1

2. Fill In: Complete the chart below.

	Advantages	Disadvantages
Type of Agency		
Commercial Employment Agency		
Private Career Consultants		
Public or Government Agency		

3. a. Name three different sources of job information other than family and friends.

b. When you use family and friends as sources of job information, what are the advantages (if any) and disadvantages (if any) of using such sources?